



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION RECREATION SPECIALIST - RECREATION CENTERS

(COMMUNITY RECREATION DIVISION)
PARKS, RECREATION AND TOURISM

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position assists with the programming and operations of assigned program. Reports to a Recreation Program Coordinator.

ESSENTIAL JOB FUNCTIONS

Assists with the programming and operations of assigned programs to include developing, coordinating, and implementing programs and projects.

Performs a variety of administrative support work such as word processing, creating spreadsheets, data entry or retrieval. Assists with processing and recording financial and budget information and transactions which may include revenue accountability; maintains office and equipment inventories; purchases supplies and equipment as needed.

Assists with monitoring facilities and activities to maintain structure, safety, and a clean environment. Sets up and breaks down equipment for various events and activities.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Recreational Programming - Considerable knowledge of recreational programming and recreational facility operations.
- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to recreational activities and other work related precautions.
- Customer Service - Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

REQUIRED SKILLS

- Computer Skills - Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, and citizens.
- Time Management - Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

REQUIRED ABILITIES

- Communication - Ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports, agendas, and policies. Ability to listen and understand information and ideas presented verbally or in writing.
- Mathematics - Ability to perform basic arithmetic applications.

EDUCATION AND EXPERIENCE

Requires an Associate's Degree in a related field and 2-4 years of related experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history and sex offender registry check.

A valid driver's license with an acceptable driving record.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5 - 10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, temperature and weather extremes, traffic hazards, violent individuals, infectious disease, or rude/irate customers.